



## DEPARTMENT OF THE NAVY

NAVY ENVIRONMENTAL HEALTH CENTER  
2510 WALMER AVENUE  
NORFOLK, VIRGINIA 23513-2617

NAVENVIRHLTHCENINST 1650.1A  
AS

17 JAN 2001

### NAVENVIRHLTHCEN INSTRUCTION 1650.1A

Subj: MILITARY/CIVILIAN PERSONAL AWARDS

Ref: (a) SECNAVINST 1650.1 Series  
(b) BUMEDINST 12451.6 Series  
(c) Human Resources Office Manual, Chapter 45 1  
(d) NAVENVIRHLTHCEN Military and Civilian Awards Manual

1. Purpose. Publish policies consistent with references (a) through (d) for submission of personal award recommendations for military and civilian personnel.

2. Cancellation. NAVENVIRHLTHCENINST 1650.1

3. Scope. This instruction applies to all military and civilian personnel of Navy Environmental Health Center (NAVENVIRHLTHCEN) and field activities.

4. Background. Personal awards are an effective means of enhancing morale by providing prompt and appropriate recognition for individuals who have performed outstanding acts of heroism, distinguished, and/or exceptional service(s).

5. Awards Board.

a. An Awards Board shall be established at each field activity to assist and advise in all matters of policy, procedures, and administration relating to awards as guided by references (a) through (d). The specific responsibilities of the Board are to:

(1) Establish procedures for local award issues.

(2) Review correspondence, instructions, and directives regarding awards prior to approval by the Commanding Officer or Office in Charge.

b. The NAVENVIRHLTHCEN Awards Board provides guidance and policy for personal awards recommended for military and civilian personnel at NAVENVIRHLTHCEN and its field activities.

6. Action

a. The Commanding Officers and Officers in Charge of field activities will appoint Awards Boards for managing all military and civilian personal awards processed at their activities. Military awards packages from field activities shall be submitted to

**17 JAN 2001**

NAENVIRHLTHCEN for action as appropriate. Reference (d) provides guidance on which civilian personal awards are submitted to NAENVIRHLTHCEN for action.

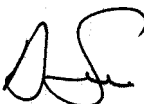
b. The NAENVIRHLTHCEN Awards Board will meet monthly on the first Wednesday of the month, or as deemed necessary by call of the Awards Board Chairman, to ensure the timely processing of award recommendations. The NAENVIRHLTHCEN Awards Coordinator will prepare the meeting minutes for submission to the Commanding Officer.

c. The Awards Coordinator will maintain accurate records of all award recommendations.

d. The NAENVIRHLTHCEN Awards Manual, reference (d) for both military and civilian personnel, will be consulted and utilized as official command guidance for processing military and civilian personal award recommendations. This manual provides specific guidance for the proper forms, format, and submission guidelines. The manual is available on the NAENVIRHLTHCEN Intranet.

e. The NAENVIRHLTHCEN manual provides specific guidance on eligibility, format, and submission guidelines for awards presented at the annual Navy Occupational Health and Preventive Medicine Workshop.

f. All staff personnel are to become aware of the tenets contained in this instruction and its references and stay attuned to all opportunities to nominate individuals for special recognition.



D. M. SACK

Distribution: (NAENVIRHLTHCENINST 52 15.2P)

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